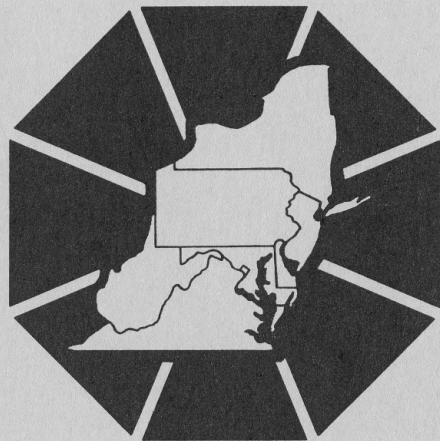




MID-ATLANTIC ARCHIVIST

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From The Chair ...

Lee Stout

As you will discover from reading the winter Steering Committee meeting minutes, we have decided to change one of our standing committees. The existing Education/Outreach Committee felt there was too much to cover in both fields for one committee to do in any effective manner. Thus, we will have a new committee to work on outreach.

As I consider the charge of the new committee, it strikes me that all archivists have an obligation to reach out to potential users as well as potential friends. I've found myself before several classes and community groups lately and realized that I get to do a lot of outreach by teaching.

Several weeks ago I spoke to a graduate/upper-level undergraduate course in sports history. The course focuses on case studies in governance of intercollegiate athletics. I was to introduce them to University records and other sources they would be using in the Archives. A fairly straight-forward assignment that ended up as a discussion of historical research fundamentals and the use of archives. The instructor and I traded research experiences in other archives and compared them, for the students, to what they'd experience here. The result? New converts to actual primary source research.

Another classroom found me teamed with a reference librarian to teach a Recreation and Parks class on research methods for historic site interpretation. Amazingly, the basic text in this area says essentially "find all the information you can in books, articles, and original documents, and then you can plan your interpretation." So much for research methodology.

We eventually managed to put together a reasonable presentation. We covered research in the county historical society and courthouse records and an interdisciplinary panoply of library resources ranging from family demographic patterns to the economic history of 19th century iron-making. They learned

about primary sources for information specific to the site and the library resources that provide historical context for understanding the specific data. In this case, we ended up with some less bewildered undergraduates (we hope).

An early morning breakfast meeting with local Kiwanians brought forth an explanation of the Penn State Room (as they know it). First, what is an archivist and what is an archives explained in simple terms. Then a little history showing how our archives evolved from a collection of nostalgic memorabilia, to a research collection for the college historian, and more. Current uses followed: research, instructional

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FROM THE CHAIR

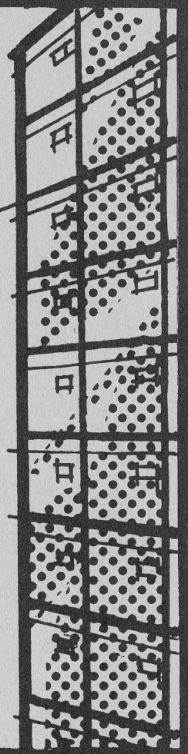
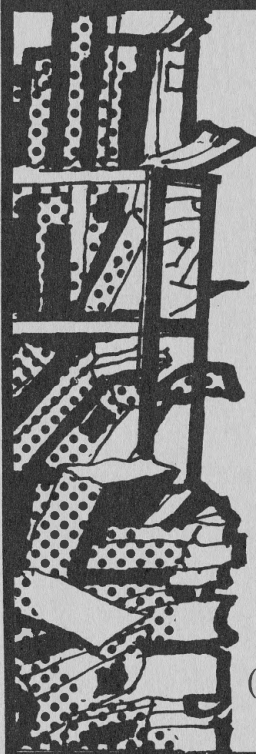
(Continued from p.1)

support, administrative services and records management, as well as a notion of tourism potential for the businessmen (we're in the AAA guide for Pennsylvania). Wrap it up with a dose of old documents, photos, and maps and they're hooked. I barely finished my coffee for the questions.

Finally a slide show on the history of student life for the "Lion Ambassadors" - the Alumni Association's student volunteers. A forty-minute tip-toe through Penn State history

from the student's view, bad jokes and all. Nevertheless, they request it every year; it's the basis of their new member orientation. It's also my not-so-subtle attempt to make them understand that University history is not just fodder for a trivia contest. It means something important to the people they'll work with at alumni functions. It'll also be their job to communicate the "institutional saga," as Burton Clark has termed it, to potential students as they lead them around campus on tours.

I told my historic interpretation students that every site visitor has two questions they want answered: "what?" and "so what?" The "so what" here is that we all have to be teachers regardless of what type of archives we work in. We need to reach out to researchers and help them understand the uses and values of primary sources. We also need to reach out to our other publics to make them aware of the importance of archives and, ultimately, the value of history to us all.



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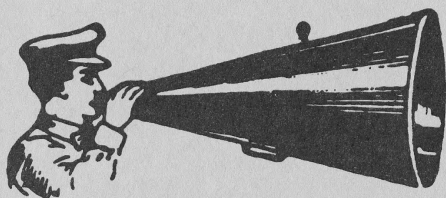
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NEWS NOTES



NEDCC Offers Preservation Information Handouts

The Northeast Document Conservation Center (NEDCC) announces the continued availability of a packet of preservation information. Topics covered include drying books, emergency salvage, disaster planning, preservation suppliers and services, removal of fasteners, storage enclosures for photographic prints and negatives, custom fitted boxes for books, surveying of conservation / preservation needs, and others.

To receive the packet of recently revised preservation information please send a check or money order for \$7.50, payable to NEDCC to cover postage and handling, to Karen Motylewski, Director of Field Services, NEDCC, 24 School Street, Andover, MA 01810. The Field Service Office continues to provide the full basic preservation packet containing twenty-seven handouts for \$12.00, and a smaller packet of handouts on photographic preservation information for \$6.00.

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Heller & Usdan, Inc. has acquired Archivator, formerly Process Materials, a supplier of archival products for conservation and restoration. The new address is Archivart Division of Heller & Usdan, Inc., 7 Caesar Place, Moonachie, NJ 07074 or phone (201) 804-8986.

NHPRC GRANTS AWARDED IN MARAC REGION

National Association of Government Archives and Records Administrators, Albany, NY: to hold a two-day invitational conference of selected government archivists and state information resource management officials to identify and address key issues in ensuring the availability of historically valuable records in electronic formats and to establish a framework for further discussion, analysis, and action.

National Association of Government Archives and Records Administration, Albany, NY: to develop and publish a series of five technical booklets dealing with various aspects of local government records administration. The booklets will be directed to local public officials with minimal experience in records management and archives administration.

The Juilliard School, New York, NY: to establish an archival and records management program for

the school's records by surveying extant records, developing formal acquisitions and access policies, accessioning materials, arranging and describing archival records, and publishing a finding aid for the records.

Pennsylvania State University, University Park, PA: to appraise datasets on approximately 3,150 reels of magnetic tape created and used by the university administration, to preserve and make available those electronic records appraised as archival, to enter descriptions of the datasets into Penn State's online library catalog using the MARC format, and to provide recommendations for preserving archival data from online administrative database systems.

Buffalo Society of Natural Sciences, Buffalo, NY: to complete the establishment of an historical records program for the Buffalo Museum of Science and the Tiff Farm Nature Preserve. ☐

The Academy of Certified Archivists 1990 Certification Examination

The Board of the Academy of Certified Archivists wants to know how many are interested in taking the certification examination in 1990. (To sit for the exam a candidate must have one or more of the following: Masters Degree with a minimum of 9 semester hours in archives administration and 1 year of qualifying experience in archives; Masters Degree and 2 years of qualifying experience; Bachelors Degree and 2 years of qualifying experience). This information will be used in our planning for additional sites for the exam besides the SAA annual meeting in Seattle, WA on Thursday, August 16, 1990.

Please photocopy the page rather than tearing it.

_____ I want to take the certification exam in 1990.

I will _____ will not _____ be attending the SAA meeting in Seattle.

I live in _____
City State

Potato Starch Becomes Part of Paper-Making Process

*From: York Sunday News,
January 14, 1990.*

Potato chip and paper producers pair up to make efficient use of potatoes in York County, PA adding reclaimed potato starch as an ingredient in paper-making at the P.H. Glatfelter Co. in Spring Grove which produces acid free paper.

The paper manufacturer buys approximately 19,000 pounds of potato starch each week from Utz Quality Foods Inc., Bon Ton Foods Inc. and Snyder's of Hanover.

Starch is rinsed from the potatoes at several points before they are fried. The fine white starch mixed with water has a cement-like consistency.

Potato starch is sometimes mixed with peels and sold as animal feed, or purified and sold for production of fine papers.

Glatfelter uses the reclaimed potato starch as an additive to pearl starch, a commercial starch used for sizing in making paper.

Sizing is applying any thin, pasty substance used as a glaze or filler on porous materials such as cloth, plaster or paper.

Glatfelter uses potato starch because it's a nice, cheap byproduct of potato chips.

Potato starch costs about half the price of pearl starch.

Glatfelter mixes the two starches, using 10 percent potato starch and 90 percent pearl starch to improve the strength of certain grades of its papers.

Potato starch also increases the paper's ability to hold print.

The starches are mixed together with wood fiber and varying combinations of chemicals and clay, depending upon the type of paper being produced.

Women's Caucus to Meet at Spring MARAC

At the Spring 1989 MARAC meeting in Albany, a session on "The Feminization of the Archival Profession" and the ensuing discussion raised many questions concerning the status of women archivists. Several of those present wished to continue to exchange ideas on this subject and possibly to sponsor projects of common interest. It was determined that a Women's Caucus should meet at the Spring 1990 MARAC in New Brunswick. One topic to be discussed is whether there is a need for an ongoing Committee on the Status of Women, or whether project-oriented task forces would be more appropriate.

One such possible project discussed in Albany was a survey of MARAC members to discover perceptions of our current and projected professional status. Questions to be included might elicit information about the existence of gender-related differences in salary, educational background and training, reasons for entering the profession, and career goals.

Other possible items on the agenda include the issue of part-time work; the promotion of paraprofessionals; opportunities for advancement, including those in the one-woman shop; women in administrative positions; and improving the status of line positions as an alternative to promotion to management.

Anyone planning to attend the May meeting is encouraged to participate in the Caucus (which will meet on Friday, May 18th, 8-9 AM) and to submit items for discussion. Send ideas to Martha Hodges, Reference Archivist, Labor-Management Documentation Center, 144 Ives Hall, Cornell University, Ithaca, NY 14851-0952.

★★

Commission History in Preparation

The Commission on the Bicentennial of the United States Constitution has created an Archives Division to manage the disposition of Commission records and documents and to collect information about events and programs that have honored the Constitution.

The Archives will also prepare a report describing the commemoration of the 200th anniversary of the U.S. Constitution, the oldest written instrument of national government in the world. Preliminary work has already begun on this official history of the Commission which was created by an Act of Congress in 1983. The Commission completes its work on December 31, 1991, following programs to commemorate the ratification of the Bill of Rights.

★★

Legislative and policy issues being promoted by the National Coordinating Committee for the Promotion of History in 1990 will be appropriations for the National Archives and Records Administration and planning for Archives II, the new NARA Facility; funding for the National Historical Publications and Records Commission's grants programs; appropriations for the National Endowment for the Humanities; Freedom of Information Act; declassification of thirty year old government documents; and reauthorization of the Paperwork Reduction Act. For further information, contact Page Putnam Miller, NCC, 400 A Street SE, Washington, DC 20003 or phone (202) 544-2422.

Supreme Court to Decide Whether A College Must Open Its Tenure Files

The Supreme Court heard oral arguments in November in a case that may set a precedent in a long-standing debate over whether university tenure and promotion files should be disclosed. The case, *University of Pennsylvania v. Equal Employment Opportunity Commission*, pits the confidentiality of tenure files -- a tradition at many colleges and universities -- against the right of a person to pursue a discrimination claim based on information in the files. It has captured the attention of many in higher education. Harvard, Princeton, Stanford, and Yale Universities and the American Council on Education all filed friend-of-the-court briefs with the Supreme Court on behalf of the University of Pennsylvania. The American Association of University Professors filed a non-aligned brief.

The case arose from a race- and sex-discrimination complaint filed with the E.E.O.C. by Rosalie Tung, a former associate professor of management at Pennsylvania's Wharton School who had been denied tenure. As part of its investigation into the case, the federal E.E.O.C., which through the authority of Congress investigates charges of discrimination, subpoenaed Ms. Tung's peer-review files and those of five faculty members who had received tenure. When the university refused to release the documents, citing reasons of confidentiality and academic freedom, the commission filed an action in the U.S. District Court for the Eastern District of Pennsylvania to have its subpoena enforced. That court ordered the university to open its files.

The university appealed the ruling, and a federal appellate court, in a decision similar to a 1985 ruling that required Franklin and Marshall College to turn over its peer-review materials, upheld the district court. The decision diverged, however, from the rulings of two other appellate courts in similar cases in 1982 and 1983. The university appealed its case to the Supreme Court.

(Continued in next column)

In the meantime, the university had filed a petition with the U.S. District Court in the District of Columbia challenging a national E.E.O.C. rule that requires the disclosure of confidential material. The commission maintains that under Title VII of the Civil Rights Act of 1964, it has the right to obtain materials needed to investigate discrimination complaints, and the authority to issue subpoenas. The Supreme Court is expected to decide by June whether the university must comply with the commission's subpoena. (*The Chronicle of Higher Education*, November 1989)

CALENDAR

Meeting To Be Held On Records In An Age Of Technology

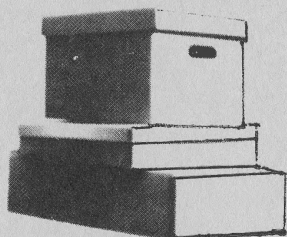
The National Association of Government Archives and Records Administrators (NAGARA) will hold its annual meeting at Boston's Park Plaza Hotel and Towers from July 25th through the 28th. The theme of the 1990 annual meeting is "Public Records in an Age of Technology." Sessions include those on electronic data interchange, appraisal in the information age, access to electronic records, automated analysis in preservation planning, and new technologies.

NAGARA, an affiliate of the Council of State Governments, is a professional organization dedicated to improving the management of government records systems and archival practice. Its membership is drawn from all levels of government and is comprised of records managers, archivists, records custodians and others with an interest in managing information.

For further information, contact Jeff Jagnow at (606) 252-2291.

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Western Archives Institute

This intensive program will be held at UCLA, August 5 - 17, 1990. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career.

Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, conservation administration, preservation, reference and access, automation, outreach programs, managing archival programs and institutions, and several practica.

Tuition for the program is \$400 and includes a selection of archival publications. Housing and meal plans are available at UCLA for additional charges. The application deadline is June 1, 1990. For additional information and an application form, contact Laren Metzger, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, CA 95841, or phone (916) 445-4294.

The Western Archives Institute is sponsored by the Society of California Archivists, the California State Archives, and the Graduate School of Library and Information Science at UCLA.

Electronic Mail

m-a-a editor, Ronald Becker can be reached through electronic mail at: Becker@Zodiac.bitnet

Colonial Dames Scholarship Available

A scholarship to the National Archives' Modern Archives Institute, to be held June 4-15, 1990, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses at the Institution. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Philip N. Cronenwett, Special Collections, Dartmouth College Library, Hanover, NH 03755 by April 15, 1990.

Educational Opportunity

The 24th annual **Georgia Archives Institute** will be held in Atlanta from June 11-22, 1990. Designed for beginning archivists, librarians and manuscripts curators, the institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary material. The two-week program will feature lectures and demonstrations, a supervised practicum and field trips to local archives. Topics will include records appraisal, arrangement and description of official and private papers, conservation, legal issues and reference service.

Tuition is \$400.00. Enrollment is limited and the deadline for receipt of application and resume is April 1, 1990. Housing information is also available. For more information and an application, write: Dr. Patrice McDermott, School of Library and Information Studies, Atlanta University, Atlanta, GA 30314.

NHPRC Fellowship In Archival Administration

For the 1991-92 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. The two positions will focus on active, hands-on experience in administration and management. The Commission is now accepting applications from state archives and college and university archives and special collections units interested in serving as host institutions for the two fellows to be selected. The application receipt deadline is September 1, 1990. The fellowship program is funded jointly by the Commission and The Andrew W. Mellon Foundation. For further information, please contact Laurie A. Baty, NHPRC, Washington, DC 20408 or phone (202) 523-5386.

NOTICE

Add to your information base or fill in some gaps. We have duplicates of the following issues of *American Archivist* and *Archivaria* that we'd like to give away: AA Vol. 41, No. 3; Vol. 47, Nos. 1-3; Vol. 50, Nos. 2-4; Vol. 51, Nos. 1 & 2; Vol. 52, Nos. 1-2. *Archivaria*, Nos. 16, 19, 22, 26. Anyone wishing any or all journals should contact Peter Parker or Cynthia Swank at (215) 849-6187. You can arrange pickup at the New Brunswick meeting, or we'll mail them if you pay the postage.

Workshop On The Preservation And Restoration Of Magnetic Sound Recordings To Be Held At The Peabody July 16-20, 1990

The workshop is designed to assist archivists who are working with recorded sound documents. It will include a review of the principles of magnetic and digital recording, storage and handling problems of sound collections, preservation copies of historic recordings, and the care and proper maintenance of equipment. Two graduate credits. For further information, write to The Dean, The Peabody Conservatory of Music, 1E Mt. Vernon Place, Baltimore, MD 21202.

Lake Ontario Archives Conference (LOAC) - 1990

The 22nd annual Lake Ontario Archives Conference will be held at the State University of New York College at Brockport, Fri. - Sat., May 4-5, 1990. Co-sponsored by the SUNY Brockport Department of History and Institute of Local Studies, LOAC 1990 will include sessions and workshops on the theme of "Archival Issues for the '90's."

For registration information contact Local Arrangements Committee, c/o City of Rochester Records Management Office, 414 Andrews Street, Rochester, NY 14604. Phone (716) 428-7331.

Rare Books And Manuscripts Conference

The Rare Books and Manuscripts Section of the Association of College and Research Libraries will hold its annual pre-conference in Minneapolis prior to the American Library Association annual meeting in 1990.

The theme of the pre-conference is, "The Next Decade: Issues, Strategies, and Opportunities for Special Collections in the 1990s." It will be held at the University of Minnesota/Twin Cities campus June 19-22, 1990.

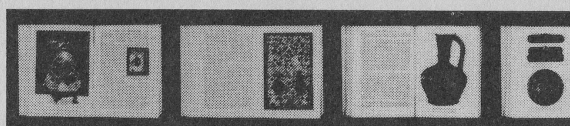
The conference theme will be addressed by seven keynote speakers on such topics as ethics, collection development, copyright, and strategic relations within and outside the institution. There will be tours of several Minnesota repositories, including a day-long visit to the Hill Monastic Library microfilm/manuscript collection at St. John's University, Collegeville.

For further information, contact Alan Lathrop or Martha Brogan, Manuscripts Division, University of Minnesota Libraries, 826 Berry Street, St. Paul, MN 55114.

★★

Old Sturbridge Village, an outdoor living history museum in Sturbridge, Massachusetts, announces its second annual Research Fellowship to be awarded to a scholar working in the social history and material culture of rural New England from 1790 to 1850. The project need not be limited to rural New England nor to this period, but must relate significantly to the Village's time and place. The fellowship is for a 6 to 12-week period (prefer spring and fall semester) with a stipend of \$2,500. For application information please contact Dr. John Worrell, Director of Research, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566. Phone (508) 347-3362, ext. 302. Application deadline: July 1, 1990.

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Valentine Awarded NEH Grant For Scholarly Conference

The National Endowment for the Humanities (NEH) recently awarded the Valentine Museum a grant for implementation of "Venues of Inquiry into the American City: the Place of Museums, Libraries, and Archives," a scholarly conference to be held at the Chicago Historical Society Oct. 29 & 30, 1990.

Open to 150 participants, the Venues conference will follow the NEH-funded "Modes of Inquiry into the American City," which will bring together 200 scholars to create a research agenda for American urban history in the next two decades. For further information, please contact Judy Harris, Valentine Museum, 1015 E. Clay Street, Richmond, VA 23219 or phone (804) 649-0711.

SAA Workshop in Pittsburgh

The Society of American Archivists will hold workshops in "Understanding the USMARC Format for Archival and Manuscripts Control" and "Library Standards for Archival Description" co-sponsored by the School of Library and Information Sciences at the University of Pittsburgh during the week of July 23, 1990. For further information, please contact SAA, 600 S. Federal, Suite 504, Chicago, IL 60605 or phone (312) 922-0140.

STATE AND LOCAL NEWS

Roger W. Fromm, University Archivist at Bloomsburg University, has been appointed State and Local News Editor effective with the summer issue. Please send news to him at Bloomsburg University, Bloomsburg, PA 17815.

NJ

Mindell Dubansky, Preservation Librarian at the Thomas J. Watson Library in the Metropolitan Museum of Art, New York City, will present a program entitled "Exhibiting Books and Manuscripts - Preservation Problems and Considerations" at the New Jersey Library Association Spring Conference on Thursday April 26, 1990. The conference is being held at the Meadowlands Hilton Hotel, Secaucus, NJ. Ms. Dubansky will demonstrate proper and safe display techniques and discuss methods of assessing and monitoring the environmental hazards encountered when displaying library and archival materials.

For more information call Bob Stewart at the Asbury Park Public Library (201) 774-4221.

Princeton Preservation Group

The Princeton Preservation Group (PPG), founded by the first class of preservation students at the School of Communication, Information and Library Studies, Rutgers University, and area specialists, now has a membership of over 100 conservators, librarians, archivists, scientists, vendors and other individuals who are concerned with the preservation of our cultural heritage.

PPG meets four times a year at Educational Testing Service to hear papers by its members on their conservation and preservation activities, treatments and work in progress, and to keep up in the field of conservation of art and artifact. Programs have been devoted to such topics as funding for preservation and conservation, museum/library/archives architecture, historic preservation, photographic conservation, and disaster recovery. The spring 1990 schedule will include programs on legislation for historic preservation, paintings conservation, and the preservation phase of the New Jersey Newspaper Project (to be held at the State Records Center where filming will be underway).

PPG compiles and distributes a Disaster Volunteer Directory to its members and area institutions, and would like to develop other resource materials. To that end, the Princeton Preservation Group plans to become a formal organization in 1990 and seek tax exemption. Dues will be \$5.00 for the first year. For more information contact Susan G. Swartzburg, Rutgers University Library, (201) 932-8275, or Gary Saretzky, Education Testing Service, (609) 734-5744.

NY

The New York Public Library has established a Tiananmen Archive which documents last spring's democracy movement in China and the subsequent government massacre of pro-democracy demonstrators on June 4, 1989. The collection is part of the Library's continuing effort to chronicle important events in the history of modern China. Several thousand items

(Continued on p. 9)

LETTER

Dr. Iqbal F. Paroo
 President and Chief Executive Officer
 Hahnemann University
 Broad and Vine Streets
 Philadelphia, PA 19102-1192

Dear Dr. Paroo:

I am writing you on behalf of the Mid-Atlantic Regional Archives Conference (MARAC) to protest the closing of the Hahnemann University Archives and the dismissal of University Archivist Barbara Williams. MARAC is the professional society representing almost one thousand archivists and manuscript curators in seven Mid-Atlantic states and the District of Columbia.

MARAC is always concerned about threats to the preservation of our historical documentary heritage, but we view the sudden closing of the Hahnemann University Archives with great alarm. The collections in the Archives are unique and heavily-used. The Hahnemann University Archives represents the most outstanding collection of primary source material for the history of homeopathic medicine in America.

Closing the Archives deprives researchers of access to these vital records. It is also a false economy since the loss of professional archival and records services will ultimately result in expenditures for unnecessary records storage and lost opportunities to identify and retrieve needed historical information.

The transfer of the Archives to library custodianship will not rectify the situation. The Archives will remain static and underutilized without the presence of archivist Barbara Williams. The dismissal with one day's notice of Ms. Williams, who provided many years of valuable service, was unprofessional and uncaring.

We urge the reconsideration of this hasty decision and the reestablishment of the Hahnemann University Archives under Barbara Williams' leadership. In the interim, we also urge caution in the handling of the Archives' holdings. The archival collections should not be broken up and given to other institutions. The integrity of Hahnemann's historical records will be irretrievably damaged if such course is taken.

I urgently request your early consideration of this matter.

Sincerely,

Leon J. Stout
 MARAC Chair

(Continued from p. 8)

of historical significance have been acquired by the Library to date, including a wide variety of primary source material from democracy groups in China, such as copies of declarations, slogans, public letters, and resolutions. The Archive also houses materials documenting the action of China's Communist Party, as well as numerous items from pro-democracy groups in New York's Chinese community and around the world.

PA

"IRON," the new major exhibit at The State Museum of Pennsylvania, provides a comprehensive view of Pennsylvania's key role in the industrial development of the nation. "IRON" focuses on the 18th and 19th centuries when over 600 charcoal blast furnaces and forges dotted the landscape of Pennsylvania. The exhibit, which runs through May 1990, takes visitors on an "A" to "Z" tour of iron from the natural resources needed to produce it, through to the early blast furnaces, charcoal pits, bloomeries, casting shops and into the heyday of its production.

For further information, please contact the Pennsylvania Historical and Museum Commission, PO Box 1026, Harrisburg, PA 17120 or phone (717) 787-4978.

Special Collections Chair At Penn State

The Chairman of the Pennsylvania State University's Board of Trustees and his wife (Mr. & Mrs. Lloyd Hack) have announced plans to donate a \$5 million life insurance policy so that the school can fund four faculty chairs. One of the chairs will help build and maintain special collections at the Penn State Libraries. A new addition to the library will house the special collections which will focus especially on the social sciences and humanities.

PRESERVATION NEWS

NEH Awards Benefit Mid-Atlantic Region

Since 1989 the National Endowment for the Humanities Office of Preservation has awarded grants totaling \$34.6 million in outright and matching funds for preservation activities. It offers support for projects designed to preserve the intellectual content of the many resources important to the study of our cultural heritage, including archival collections, maps, drawings, photographs, film, sound recordings, and tapes. Microfilming projects at individual institutions, cooperative preservation efforts conducted by consortia of several institutions, conservation treatments for original materials, educational projects for preservation professionals, research to improve preservation technology and procedures, and projects designed to increase public understanding of the preservation problem are of particular interest to NEH.

Awards of more than \$2.5 million for projects were made in January. These funds will support efforts to microfilm deteriorating collections of books, newspapers, manuscripts, archival records and other resources for scholarly research and to support education and technical assistance for preservation professionals. The largest grant, \$724,814, has gone to the Research Libraries Group to support the microfilming of the archival collections in American history at 13 institutions in nine states, including Cornell, New York Historical Society, New York University, and New York Public Library in the mid-Atlantic area. Funds will also support the microfilming efforts at the Hagley Museum and Library, the New York State Education Department, and the New York City Department of Records and Information Services.

As noted above, NEDCC has been awarded \$102,960 to support continued workshops on preservation to train supervisors of projects to microfilm collections, and \$8,000 to allow the Center to conduct a technical assessment of its need to expand its photographic preservation services. The Pittsburgh Regional Library Center has been awarded \$202,678 to support a preservation education program for librarians and archivists in Western Pennsylvania, West Virginia and Western Maryland.

NEDCC Offers Training In Preservation Microfilming

The Northeast Document Conservation Center, with funding from the Pew Memorial Trust, is offering a series of Preservation Microfilming Training Workshops. Twenty archivists and librarians from New Jersey, New York, and Ohio gathered at the Historical Society of Pennsylvania, Philadelphia, for three days in January to learn the basics of preservation microfilming, from selection and preparation, to contracting for service, and final inspection.

The workshop was *practical*. Participants learned how to plan a project, negotiate contracts, prepare material for filming, work with a microfilmer, and inspect film upon return to catch problems early on. The National Endowment for the Humanities has funded continued workshops, most of which will be held at the Center, Andover, MA, over a five day period, during the next three years (see following). Archivists who are planning preservation microfilming projects are strongly urged to attend.

NEDCC will move its headquarters to space in Brickstone Square, the former American Woolen Mill, located in the Shawsheen Historical District of Andover, MA in the spring. The new facility will double the Center's space, improve its climate control, and provide a highly professional image.

NEDCC continues to offer a packet of preservation information that it has developed over the years to help answer questions from clients. Topics include disaster planning, emergency salvage, drying books, surveying preservation/conservation needs, and storage enclosures for photographic prints and negatives. To receive the packet, send check or money order, payable to NEDCC, to Karen Motylewski, Field Services Director, NEDCC, 24 School Street, Andover, MA 01810.

Current Reading

Barrett, Timothy D. "Early European Papers/Contemporary Preservation Papers: A Report on Research Undertaken from Fall 1984 through Fall 1987," *The Paper Conservator*, 13 (1989), 107p. Entire issue.

A major study of papers, important for archivists as well as paper conservators. Issue available for \$27.00 from the Institute of Paper Conservation, Leigh Lodge, Leigh, Worcestershire, WR6 5LB, England.

Barrios, Pamela. "Encapsulation as Binding," *Abbey Newsletter*, 13:3 (June 1989), 47-49. Illus.

A method of encapsulating two or more folios in a single structure, without sewing, with each folio in its folded state in numerical order. A useful technique for archival collections.

Buchanan, Sally A. *Disaster Planning, Preparedness and Recovery*. Paris: Unesco, 1988. 187p. A RAMP Study. [PGI-88/WS/6]

Covers the planning process, the preparation of a disaster plan, prevention, response and recovery. The appendices contain sample forms developed by SOLINET and a lengthy bibliography prepared by Toby Murray, University of Tulsa.

Burgess, Helen D. "Practical Considerations for Conservation Bleaching," *Journal of the International Institute for Conservation - Canadian Group*, 13 (1988), 11-26.

A comprehensive review, incorporating the results of several years of research at the Canadian Conservation Institute.

Calms, Alan R. and Norbert Baer. "National Archives Advisory Committee on Preservation: Science Advice to the Archivist of the United States," *Restorator*, 10:1 (1989), 16-31.

The Advisory Committee on Preservation was established in December 1979 as a response to a report concerning the deterioration of public records. This article summarizes the committee's activities in its first decade.

Crews, Patricia Cox. "A Comparison of Selected UV Filtering Materials for the Reduction of Fading," *Journal of the American Institute for Conservation*, 28:2 (Fall 1989), 117-125.

Filters for protecting collections from light are reviewed.

Holden, Jill R.J. *Opportunities in the United States for Education in Book and Paper Conservation and Preservation*. Alexandria, VA: ERIC Document Reproduction Service, 1988. 25 p.

The list is useful for people seeking training in book and paper conservation.

Jackson, Cheryl. "A Short Research Project into the Permanence of Thermal Fax Papers," *Abbey Newsletter*, 13:8 (Dec. 1989), 133-134, 136. Reprinted from the *AICCM National Newsletter*, June 1989, 10-11.

Results of a testing project to evaluate the permanence of thermal fax papers carried out in the Conservation Laboratory, Australian National Archives. We need such testing in the U.S. In the meantime, photocopy faxed records of value beyond four weeks time.

Jones, C. Lee. "Mid-Atlantic Preservation Service (MAPS): New Options for Preservation Microfilming," *Microform Review*, 18:3 (Summer 1989), 142-144.

Describes MAPS' mission, current operations, and goals for the future.

McCrary, Ellen. "Canadian Government Looks at Alkaline Paper", *Alkaline Paper Advocate*, 2:5 (Nov. 1989), 47-48, 50-51.

A summary of a study on "The Runability of Alkaline Paperstocks within the National Printing Bureau," undertaken by a Working Group appointed in 1989 by the Canadian Government. "The trial confirmed that alkaline paper can be run on existing CGPS equipment with no negative impact on runability."

Preservation Microfilming: Planning and Production. Chicago: Association for Library Collections and Technical Services, American Library Association, 1989. 72p. \$12.00.

Papers from an ALA-sponsored Preservation Microfilming Institute held in New Haven, CT, April 21-23, 1988.

Wedinger, Robert S. "Lithco Develops Deacidification/Strengthening Process," *Alkaline Paper Advocate*, 2:4 (Oct. 1989), 39-40.

A brief description of the process for mass treatment of library and archival materials developed by the Lithium Corporation of America. The author will describe the process at the Spring Conference in New Brunswick.

PRESERVATION CALENDAR

May 3-5: Ottawa, Canada. "Archiving the Audio-Visual Heritage," a joint symposium organized by the Technical Committee of the International Federation of Film Archives (FIAF), International Federation of Television Archives (FIAT), International Association of Sound Archives, International Council of Archives. Contact: Fred Granger, Chair, JTS Organizing Committee, Canadian Museum of Civilization, Hull, PQ, Canada K1A 0M8.

May 7: Hartford, CT. "New Directions in Photographic Preservation," seminar sponsored by the Northeast Document Conservation Center. For museum administrators, curators, archivists, librarians and others who have responsibility for photographic collections. Contact: Gay Tracy, NEDCC, 24 School Street, Andover, MA 01810.

May 29-June 3: Richmond, VA. American Institute for Conservation Annual Conference. A general session will deal with mass treatments and related issues. The Book and Paper Group will meet on May 31 and June 1. Contact: American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036.

Susan G. Swartzburg
Preservation News Editor

PEOPLE

Margaret Hedstrom of the State Archives and Records Administration has been awarded the first New York State Award for Excellence in Government Information Services by the New York State Forum for Information Resource Management. She shared the award with James Tansey of the Division of Substance Abuse Services. The award recognizes their work on a project to develop a "Sourcebook" that will inventory and catalog information in the State's health and mental health agencies and include descriptions of historical records from the State Archives and demographic information from the State Data Center.

Charles F. Cummings, Assistant Director for Special Collections and Archives at the Newark NJ Public Library has received the Annual Award Pitcher from the New Jersey Historical Commission in recognition of his contributions to New Jersey history and bibliography.

Eugene J. Bockman, Commissioner of the New York City Department of Records and Information Services, retired on December 29, 1989.

He has been replaced by **Idilio Gracia-Pena** who has been affiliated with the Department since 1964.

Heidi A. Ziemer has been named Regional Archivist, Documentary Heritage Program, Western New York Library Resources Council.

Diana Maull has been named Assistant Archivist for the County of Westchester. Diana was formerly an archivist at the Archives of the New York Yearly Meeting, Religious Society of Friends in New York City.

Michael Scherker, archivist of the Dance Theater of Harlem and a founder of Preserve, the Coalition for the Performing Arts Archives has recently died.

Catherine T. Brody's book, *Checklist, Stone House Press Books and Ephemera, 1978-1988*, which was published last fall by the New York Public Library and the Stone House Press, has been selected by the American Institute of Graphic Arts as one of the outstanding books of 1989. Ms. Brody is Director of Archives, New York City Technical College of CUNY.

The Salvation Army Archives has announced several staff changes. Archivist **Judith Johnsen** has resigned to become archivist at the Lincoln Center for the Performing Arts. Assistant Archivist **Joy Rich** has accepted a position to the New York Genealogical and Biographical Society. She has been replaced by **Connie Nelson**.

Howard P. Lowell, formerly of the Oklahoma Department of Libraries has been appointed State Archivist and Records Administrator in Delaware.

Robert J. Strauss has resigned his position of Executive Director/President of the Conservation Center for Art and Historic Artifacts in Philadelphia.

Larry J. Hackman, Director of the New York State Archives and Records Administration, has been named an Assistant Commissioner of Education by the Regents of The University of the State of New York, the governing body of the New York State Education Department.

REFERENCE SHELF

Teaching with Documents

The National Archives has published a new teacher's guide to using historical documents in the classroom. Although designed primarily for use in grades 7 through 12, *Teaching With Documents* may be adapted for both upper elementary and community college programs.

Each of the 52 essays explores one National Archives document and provides practical suggestions for using the document in several classroom settings. These essays have been featured previously in *Social Education*, the journal of the National Council for the Social Studies.

A variety of over fifty documents dating from the 1780s to the 1970s are discussed and illustrated. Among them are Delaware's ratification of the U.S. Constitution, 1787; the 1835 Cherokee census; photographs of children at work, 1908; German propaganda leaflets, 1917; a World War I poster of a black soldier's family, 1919; a 1920s political cartoon; a victory garden poster, 1943; a press release on the recognition of the State of Israel, 1948; the Alabama voters literacy test, 1960s; a UFO sightings report, 1962; and President Nixon's 1974 letter of resignation.

The guide is available for \$15 (plus \$3 shipping) from the National Archives Trust Fund, PO Box 100793, Atlanta, GA 30384 or phone (202) 724-0086.

★★

Special Collections at Georgetown: A Descriptive Catalog has been published by the Georgetown University Library. The comprehensive, well illustrated volume includes archival and printed collections representing Georgetown's strengths in the areas of political science, diplomacy, international affairs, Jesuits in America, philosophy, literature and linguistics, bibliography, visual arts, and the university archives. There is also a history of the library, a description of the endowed funds, and a list of donors. For further information, please contact the Georgetown University Library at (202) 687-7425.

★★

Afro-American Sources in Virginia: A Guide to Manuscripts has been compiled by Michael Plunkett. This guide, presenting the results of a survey of the resources in Virginia repositories, annotates and indexes those manuscripts throughout Virginia that provide information on the lives of Afro-American men and women during the periods of slavery, emancipation, and civil rights.

Documents examined include plantation records, black and white church records, Bible records, diaries and travel journals of the South, photographs, medical records, records of black (especially educational) institutions, autograph letters of well-known Afro-Americans; collections of Virginia politicians during Reconstruction and in the Constitutional Convention of 1902 when Virginia blacks were disfranchised, papers of educators in the South, business records (often laborers were recorded separately by race), collections of civil rights groups, Afro-American authors, papers of black families, and state and local government records.

Available from the University Press of Virginia, Box 3608, University Station, Charlottesville, VA 22903, or (804) 924-3468.

Two Acquisitions Reports Issued By Library Of Congress Manuscript Division In 1989

Two reports detailing collections acquired by the Manuscript Division of the Library of Congress in calendar year 1986 and 1987 were issued in 1989. The reports reflect the division's continued success both in soliciting new collections and in adding items to collections already in its custody.

They are available from the Library of Congress Manuscript Division, Washington, DC 20540.

★★

Darnell, Polly C., "Managing Our Past to Plan for Our Future: A Five Year Plan for Cooperative Efforts to Preserve the Documentary Heritage of the Western New York Region, 1990-1994," has been released by the Western New York Library Resources Council. The Five-Year Plan includes a general overview of the current conditions and types of over 154 repositories surveyed last December in the Region, and details the goals and objectives of the Western New York Documentary Heritage Program. For further information or to obtain a copy, please contact Heidi Ziemer at (716) 852-3846.

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See us in person at the Spring Mid-Atlantic Regional Archives Conference in New Brunswick, New Jersey on Friday, May 18.

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ARCHIVIST

Rockefeller Archive Center of The Rockefeller University

RESPONSIBILITIES: Works with other archivists to access, process, maintain, and provide researcher access to the collections of the Center, which holds records of the Rockefeller family, Rockefeller Foundation, Rockefeller University, Rockefeller Brothers Fund, and other philanthropies.

QUALIFICATIONS: An M.A. (preferably in history), or M.L.S., with archival concentration; or B.A. in history and equivalent experience. Evidence of excellence in communication skills and experience working with researchers and institutions preferred.

SALARY: \$24,000 - \$26,000 dependent on qualifications and experience. Benefits included.

BEGINS: July 2, 1990. Apply to : Director, Rockefeller Archive Center, 15 Dayton Avenue, N. Tarrytown, NY 10591-1598. For information telephone Darwin H. Stapleton, Director, at (914) 631-4505.

THE RESEARCH LIBRARIES GROUP, INC.

POSITION: Program Officer for Archives, Manuscripts, and Special Collections

REPORTS TO: Associate Director for Program Development

SALARY: To \$53,000 per year, depending upon qualifications and experience, plus benefits

The Research Libraries Group, Inc. (RLG), a not-for-profit consortium of research institutions based in Mountain View, California, seeks a Program Officer to manage the Archives, Manuscripts, and Special Collections (AMSC) Program, the largest of RLG's subject-based programs. This is an ideal position for an archivist or special collections librarian with excellent leadership abilities and communication skills and an interest in automation and its potential uses in research institutions. The central goal of the AMSC Program is to promote the use and usefulness of the RLG consortium and the Research Libraries Information Network (RLIN), RLG's automated information system, for the archival, manuscripts, and special collections communities. The AMSC Program Committee sets goals, designs and implements cooperative projects, and addresses issues of mutual concern to its members in the areas of bibliographic control and technical processing, public services/shared resources, preservation, and collection development and management. It is advisory to the President of RLG and includes representatives from 61 libraries, archives, museums, and special collections repositories in North America.

QUALIFICATIONS: MLS and/or advanced degree in an academic discipline or equivalent combination of education and experience. Minimum of 5 years professional experience as an archivist or librarian in a research library, archives, or equivalent. Demonstrated ability to provide leadership in the design, development, and implementation of a wide range of programs and projects at the institutional and network level. Willingness to travel, approximately 20 - 25 days a year.

TO APPLY: Submit letter of application, resume, and the names, addresses, and phone numbers of three references to: Linelle Russ, Human Resources Officer, 60739-VA, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, CA 94041-1100.

Letter

Dear Former MARAC Member:

That sounds awful! Unfortunately, it may soon apply to you. The day is rapidly approaching when we will remove from our mailing list the names of those who have not renewed their membership. This may be the last communication you receive from MARAC.

I don't want that to happen. I urge those who haven't to renew your membership as soon as possible before you miss any further MARAC activities. The New Brunswick conference will be a great event. In Alexandria, Virginia this fall, you will sample the greatest breadth of sessions, tours, demonstrations, and workshops on automation you're likely to find at any archival meeting. You'll also miss our excellent newsletter and future issues of the technical leaflets and symposium volumes.

Don't pass up this chance. Send your \$10.00 check to:

MARAC
Richard H.F. Lindemann
Special Collections
Alderman Library
University of Virginia
Charlottesville, VA 22903

We need your support and we want to be your source for archival professional development opportunities. Please renew today!

Sincerely,

Leon J. Stout
MARAC Chair

MARAC STEERING COMMITTEE MEETING

Baltimore, MD
2 February 1990

ATTENDING: Lee Stout, Jodi Koste, Denis Sennett S.A., Greg Hunter, Richard Lindemann, Tom Frusciano, Ron Becker, Lucious Edwards Jr., Margaret Jerrido, Don Harrison, G. David Anderson, Geraldine Phillips, Gregg Kimball.

CORRECTION IN MINUTES: The Custer Award recipient was Greg Bradsher rather than Greg Hunter.

NATIONAL COORDINATING COMMITTEE FOR PROMOTION OF HISTORY: Lee Stout announced that MARAC will be given one of the rotating seats on this committee. Gregg Kimball will be our representative.

HAHNEMANN UNIVERSITY ARCHIVES CLOSING: After much discussion, the chair was authorized to write a letter of protest.

VICE CHAIR'S REPORT: Jodi Koste reported on the dates and appointment for future meetings.

CHILD CARE ISSUE: This was discussed in light of possible insurance issues and lawsuits. There will be further discussion at the New Brunswick meeting.

TREASURERS REPORT: Greg Hunter reported that although we are in good financial shape at the moment, the Steering Committee should be looking into a possible dues increase in the future in order to augment possible reduced income from dues and conferences.

The Task Force on Mailing List Charges will meet and report at the next meeting.

EXECUTIVE SECRETARY REPORT: Richard Lindemann reported that there are 701 paid members of which 96 are new members. It was also reported that a new renewal notice design is needed; more brochures should be printed; and that a third mailing should go out this year only for possible renewals.

Discussion was held regarding the problem which the New York City area seems to have with its mail. The Chair was authorized to write a letter of protest to the Postmaster in New York delineating the problems we are having with our mailings, whether first class or third class. It was also suggested that the New York caucus conduct a writing campaign to the post office, regarding this problem.

Richard also reported weak sales of publications. The task force which will design a flyer and sales form, listing all the publications of MARAC, has not yet met.

A new membership directory will be published in June.

Richard then discussed the "data base" information which had been requested on the membership brochure.

NEWSLETTER EDITOR: Ron Becker asked that copies of official letters from officers and state representatives be sent to the newsletter for publication.

EDUCATION AND OUTREACH COMMITTEE: Jodi Koste presented a motion to separate these into two separate committees. The motion passed. Jodi will see that the proper documents are drawn up to make this By-law change and place it into the manual.

NEW SECRETARY DUTIES:

Denis Sennett S.A. distributed a list of duties of the secretary. The duties were augmented by the Steering Committee.

MARAC Secretary Duties:

- 1) Keep all minutes of the Steering Committee and send to the members after each meeting.
- 2) Keep the minutes of the annual business meeting.
- 3) Send the editor of the MAA the minutes of both the Steering Committee and business meeting for publication in the newsletter.
- 4) Keep all official records and documents of the organization.
- 5) Send to the Archives, the official papers of the Steering Committee and its members as terms expire.
- 6) Send out agenda and notices of the Steering Committee meetings to the members after consultation with the chair.
- 7) Publish periodically a "Finding Aid" of the archival holdings of MARAC, in consultation with the Archivist.
- 8) Notify all candidates in writing of their elections, upon completion of the balloting of MARAC for officers, at-large representatives, or state representatives.
- 9) Keep an on-going update and distribution of the changes in the Steering Committee handbook.
- 10) Prepare by-laws and constitution changes.
- 11) File all legal documentation pertaining to the conducting of business by MARAC. This involves tax and corporate documentation.
- 12) Monitor the terms of Committee members and prepare a list of vacancies to the chair for either election or appointment.

Steering Committee (continued)

EDUCATION COMMITTEE:

Committee Type: The Education Committee is one of the standing committees of MARAC.

Mission and Goals: The committee is responsible for recommending, supervising, and coordinating education activities. The primary educational purpose of the committee is to facilitate, sponsor, and promote educational offerings to archivists in the MARAC region. These may take the form of sessions at conferences, workshops offered in conjunction with meetings, other workshops sponsored by MARAC or other organizations in the MARAC region, and publications. The committee also reviews educational materials for MARAC and advises the Steering Committee on such material.

Operations: The committee consists of ten members appointed by the MARAC Chair. The membership should contain experience with archival education, broadly defined, and should reflect the diversity of the MARAC membership. Members are appointed for two-year terms and may be re-appointed for one additional term. The committee shall meet at the biannual conferences and at other times as needed. A quorum shall consist of five members of the committee.

The committee chair shall be appointed by the MARAC chair and shall serve two years.

The committee shall keep minutes of all meetings and shall submit a written report of its activities and recommendations to the Steering Committee twice a year at least one month before the biannual meeting.

SERVICE AWARD COMMITTEE: The Steering Committee voted to name Karen Paul and Erika Miller as the newest recipients of the Service Award. It was also voted to place this committee under the jurisdiction of the newly formed Outreach Committee.

MEMBERSHIP COMMITTEE: The slate of officers is not yet complete. Ballots will be mailed next month.

PUBLICATIONS COMMITTEE: Don Harrison announced his resignation as Chair and has appointed Greg Bradsher as acting chair pending a formal election by the committee in New Brunswick. The 20th Anniversary Issue has been canceled.

NEXT MEETING: New Brunswick, NJ
Hyatt Hotel
17 May 1990

Respectively submitted
Bro. Denis Sennett S.A.
Secretary

Letter

Mr. William R. Cummings
Regional Postmaster General
Northeastern Region
6 Griffin Road North
Windsor, Connecticut 06006

Dear Mr. Cummings:

As chair of a non-profit association of professionals in the archives, manuscripts and records management fields, I write you with a considerable sense of frustration and little optimism. Our organization has members in seven states and the District of Columbia, including a number of federal employees.

We have had numerous complaints from members in New York City. We do a number of bulk and first-class mailings to all the major urban centers of our region, but only in New York City do we find we have problems.

Mailings that take two to three weeks to be received in Philadelphia, Baltimore, and even Washington, routinely take six to ten weeks to reach destinations in New York City. This unfairly penalizes our members and greatly hampers our ability to deliver quality service.

Unfortunately, our experience is that sending things first class to New York City does not alleviate the problem. Although performance improves slightly, it still all-too-often takes three to four weeks to have first-class letters delivered.

I am not so naive as to think that one letter will likely prompt any solutions to apparently systemic problems, but I hope that it contributes another voice to what must be a flood of concern being expressed over the poor performance of the Postal Service in New York City.

Sincerely,

Leon J. Stout
MARAC Chair

Call For Submissions

The Arline Custer Memorial Award Guidelines for Submission

The Arline Custer Memorial Awards honor the memory of Arline Custer, a MARAC member and editor of the National Union Catalog of Manuscript Collections. The award is presented annually at the MARAC Fall meeting and recognizes publishing achievements by individuals or institutions in the states from which the MARAC region is comprised. MARAC membership is not required for consideration.

Beginning in 1989, the Custer Awards Committee, in consultation with the MARAC Steering Committee, established more explicit guidelines regarding submissions for the award. It was determined that awards of \$100 each would be given for two categories of archival publications:

1. Articles and monographs
2. Handbooks, reports, manuals, and guidebooks.

Archival finding aids will not be considered by the committee and instead should be sent to the Finding Aids Award Committee. The Custer Award Committee is particularly interested in receiving for consideration publications that appeal not only to the archival profession but to the general public as well.

Multiple submissions by either individual(s) or an institution are welcome for either category. Publications must have appeared between July 1, 1989, and June 30, 1990. Please submit one copy of the publication to James Corsaro, Chair, Arline Custer Awards Committee, New York State Library, Empire State Plaza, Albany, New York 12230 prior to July 15, 1990.

This Just In

STATE HISTORICAL COMMISSION RENEWS GRANT FOR ARCHIVES SERVICE

The New Jersey Historical Commission has awarded a grant to the New Jersey Caucus of MARAC to continue the Caucus Archival Projects Evaluation Service (CAPES), which provides free archives consultations to local repositories in New Jersey. CAPES was established under a similar grant in 1988.

In 1989 CAPES received forty-four applications from eighteen countries, including nineteen county and local historical societies, four churches, four libraries, four museums, and three hospitals. Forty-two of these received consultations, which produced condition reports, recommendations for preservation action, and cost estimates.

After receiving a CAPES evaluation any New Jersey organization may apply to the Historical Commission for a grant to help implement the consultant's recommendations.

The new grant will continue the service through 1990. All local organizations interested in preserving their records are eligible. Priority is given to small local organizations lacking staff, budget and training in archives management.

CAPES applications are made through the Commission. The application form is in the Commission's grants guidelines booklet. For a copy of the grants guidelines booklet, or for more information about CAPES, contact Grants and Prizes, NJ Historical Commission, 4 N. Broad St., CN 305, Trenton NJ 08625; (609) 292-6062.

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MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1989/90 FISCAL YEAR
THIRD QUARTER - DECEMBER 1, 1989 - FEBRUARY 28, 1990

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	10,000.00	243.00	3,864.00	3,654.00	0.00	7,761.00	77.61
Publication Sales	1,000.00	111.75	296.10	45.75	0.00	453.60	45.36
Publ. Advertising	1,500.00	105.00	270.00	370.00	0.00	745.00	49.67
Bank Interest & Credits	1,300.00	236.65	276.49	1,008.07	0.00	1,521.21	117.02
Conferences	8,000.00	4,000.00	1,035.13	3,980.80	0.00	9,015.93	112.70
Misc. Income	100.00	40.00	40.00	0.00	0.00	80.00	80.00
	<u>21,900.00</u>	<u>4,736.40</u>	<u>5,781.72</u>	<u>9,058.62</u>	<u>0.00</u>	<u>19,576.74</u>	<u>89.39</u>
Expenses							
Admin. & General	2,010.00	126.70	0.00	80.34	0.00	207.04	10.30
Membership	2,000.00	120.46	533.48	465.35	0.00	1,119.29	55.96
Committees	2,200.00	303.89	17.40	608.60	0.00	929.89	42.27
Conferences	2,000.00	0.00	282.74	0.00	0.00	282.74	14.14
Publications	13,310.00	2,040.68	3,253.34	1,693.82	0.00	6,987.84	52.50
Awards	300.00	0.00	200.00	0.00	0.00	200.00	66.67
	<u>21,820.00</u>	<u>2,591.73</u>	<u>4,286.96</u>	<u>2,848.11</u>	<u>0.00</u>	<u>9,726.80</u>	<u>44.58</u>
			Fund	Opening	Credits	Debits	Closing
Summary							
Opening Balance	25,227.22						
Income	9,058.62		Current	7,344.06	9,058.62	2,848.11	13,554.57
Expenses	2,848.11		Endowed	3,000.00	0.00	0.00	3,000.00
			Reserve	14,883.16	0.00	0.00	14,883.16
Closing Balance	<u>31,437.73</u>		Surplus	0.00	0.00	0.00	0.00
				<u>25,227.22</u>	<u>9,058.62</u>	<u>2,848.11</u>	<u>31,437.73</u>
Checking	3,753.86						
Money Market	15,791.24						
Certif. of Deposit	11,892.63						
	<u>31,437.73</u>						

Richard H.F. Lindemann
Special Collections Department
University of Virginia Library
Charlottesville, VA 22903-2498

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation amongst individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged

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